

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt.

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 16, 2015 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, HR Analyst; Jim Mielke, County Administrator; Angi Zilliox, HR Specialist; Russell Kottke, County Board Chair; Shelby Miller, HR Assistant II; Shelby Brandsma, Director of Family Court Counseling; Judge John Stork; Judge Joseph Sciascia; Julie Kolp, Finance Director.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Schmidt to amend the fifth the sixth paragraphs of page two of the June 2, 2015 regular meeting of the Human Resources and Labor Negotiations Committee to read by adding the words "Sheriff" and "Supervisor" to distinguish between himself and Sheriff Schmidt where applicable and to change the wording in paragraph six to indicate that Supervisor Schmidt voted no instead of abstaining, and to approve the minutes as amended. Motion second by Duchac. Motion carried.

Rains introduced Shelby Miller to the Committee as the new HR Assistant II. He indicated that today was her start date within this Department and that she transferred over from Human Services and Health.

Brandsma informed the Committee that she would like to offer the Family Court Counselor position to a current employee of the Human Services and Health Department. She indicated that this position is in grade 6 and that her current position is in grade 7. She further stated that this employee would be eligible for a step increase on August 17, 2015. She stated that she would like to offer her this position at grade 6 step S11B, \$26.37, which will give her credit for her step increase that was to be effective on August 17, 2015. Both Judges explained their support for this request. Mielke and Rains indicated that they were in support of this request as well.

Motion by Greshay to approve the recommendation as presented. Second by Frohling. Motion carried.

Rains started the initial discussions regarding health and dental premium increases for the 2016 budget. Rains stated that he had done some initial research regarding projections of 2016 health

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care cost increases, including projections from PricewaterhouseCoopers and others, and had been in contact with Sara Hames from the Hayes Companies to get an estimate of how much health insurance premiums are going up. He indicated that Hames is advising clients to expect a 9 – 9.5% increase. He also stated that at this time he feels no increase is need for the dental insurance premium rates, but that he would like to take one more look at this. Discussion followed. The Committee would like to continue this discussion at future meetings. Rains next discussed compensation plan adjustment and possible across the board increases combined with step increases. Mielke explained that he would like Rains and Kolp to work together to determine what the cost would be for an across the board increase and step increases. Discussion followed. The Committee would also like to continue this discussion at future meetings. Mielke further explained that the County would like to designate an account for benefit payouts. Kolp explained that there will be an analysis of the number of possible retirement the County would see in 2016 and estimate what the payouts would cost and this amount would then be budgeted in this new account.

Rains informed the Committee that he had sent a memo in the Committee's packet recommending a title change from Human Resources Analyst to Assistant Human Resources Director. He explained his rationale for making this recommendation is to more accurately reflect the duties and responsibilities of this position. He stated that this was a title change only. Discussion followed regarding whether the change in title should happen at this time or after the new Director is hired to replace Rains who will be retiring in August. Rains and Mielke both indicated that this title change would be beneficial for a new HR Director coming on board to understand the hierarchy within this Department.

Motion by Duchac to approve the title change as recommended. Second by Frohling. Motion carried. Schmidt voted no.

Mielke informed the Committee of the tentative timeline for recruitment of the Human Resources (HR) Director position. Mielke indicated that two other County HR Directors have been asked to be on the interview panel. They will be Jim Ritcher from Waukesha County and Terri Palm-Kostroski from Jefferson County. He stated that he would also like Marsik and one other Committee member to sit in on the interviews. The Committee determined that Frohling would be the other member. Mielke answered questions from the Committee members. Mielke indicated that first round of interviews will occur July 23 and 24, 2015, and that two or three candidates will be invited back for a second interview on August 4. He indicated that he would like to have a meet and greet with the Committee, other Department Heads and employees prior to the Committee meeting on August 4, 2015. It was the consensus of the Committee that Mielke should move forward with the timeline as he presented.

Eske explained a request for donations of sick time for an employee of the Human Services and Health Department. She explained that this employee received sick leave donations and in the near future will be exhausting those donations. Eske explained that this employee is still unable to return to work and has medical documentation.

Motion by Greshay to approve the request to allow donations of sick time under the established guidelines and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

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Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requisitions.

One (1) Administrative Secretary II – FT, Physical Facilities Maintenance
One (1) Patrol Superintendent – FT, Highway Department
One (1) Administrative Services Coordinator – FT, Human Services & Health
One (1) Counselor Case Manager Mental Health – FT, Human Services & Health
One (1) Director of Human Resources – FT, Human Resources
One (1) HS Supervisor – ADRC/Aging Services – FT, Human Services and Health

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Leave of Absence: None.

The Committee reviewed the remainder of the Salary, Wage, and Status changes as presented.

RECLASSIFICATION – UNION: Gilbert Fairman, Traffic Patrol Officer, Sheriff's Department, \$29.01 (-.20) Shift Change, Pay Grade SSU04, Step 6M54, 6/7/15. **STEP INCREASE:** Susan Neumann, RN Case Manager Mental Health, Human Services & Health, \$31.32, Pay Grade DC08, Step S11B, 7/29/15; Amy Booher, HS Supervisor Child Adol. Services, Human Services & Health, \$29.82, Pay Grade DC10, Step ST03, 7/28/15; Kimberly Braun, Social Worker II-CPS Ongoing, Human Services & Health, \$25.96, Pay Grade DC07, Step S07A, 7/24/15; Rebecca Kovalaske, Social Worker I-CPS Ongoing, Human Services & Health, \$21.10, Pay Grade DC06, Step ST02, 7/21/15; Steven Seim, Court Commissioner, Circuit Court, \$35.93, Pay Grade DC13, Step ST03, 8/1/15; Pamela Knapp, Account Clerk/Network Administrator, Clerk of Courts, \$20.18, Pay Grade DC05, Step ST04, 7/23/15; Mary Meyer, Public Health Technician, Human Services & Health, \$15.16, Pay Grade DC03, Step ST02, 5/25/15; Shawn Grulke, Equipment Operator, Highway Department, \$22.30, Pay Grade DC05, Step S08A; 8/8/15. **NON-SCHEDULED INCREASE:** Trace Frost, Captain-Patrol, Sheriff's Department, \$38.04, Pay Grade DC12, Step S08A, 6/6/15; Chad Enright, Lieutenant, Sheriff's Department, \$33.05, Pay Grade DC10, Step S07B, 6/6/15; Brian Loos, Lieutenant, Sheriff's Department, \$33.05, Pay Grade DC10, Step S07B, 6/6/15; James Ketchem, Lieutenant, Sheriff's Department, \$33.05, Pay Grade DC10, Step S07B, 6/6/15; Brian Drumm, Lieutenant, Sheriff's Department, \$33.05, Pay Grade DC10, Step S07B, 6/6/15.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) **Disciplinary Actions:** Rains informed the Committee that the Sheriff filed charges with the Law Enforcement Committee requesting a demotion for an employee of the Sheriff's Department. The employee requested a hearing, which will be held on June 29, 2015.

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Rains informed the Committee that an employee of the Human Services and Health Department was terminated for her failure to give serious consideration to safety issues related to a client. Rains explained that this was the second incident of this nature within the last six (6) months involving this employee.

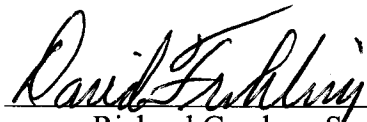
b) Grievances and Arbitrations: None.

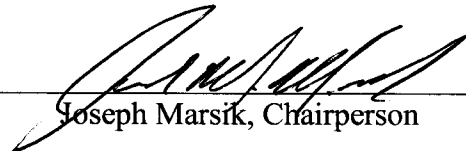
Future Agenda Items: Discussion and consideration regarding 2016 budget recommendations re: health and dental insurance rates and compensation plan adjustment. Discussion regarding HR Director recruitment.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are **regular meetings on Tuesday, July 7, 2015** will be held in room 1 H&I of the Administration Building and **Tuesday, July 21, and August 4, 2015 2015 at 9:00 a.m.**, both of which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:35 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.